

## PARKS & RECREATION DEPARTMENT

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## 2016 RESERVATION APPLICATION FOR FACILITIES

Applicant/Organization:			Today's Date:	
Person In Charge:				
Day Time Phone:	Cell Phone:	Phone:		
Email Address:				
Mailing Address:				
Date of Event:	Time of Event:		# of people expected to attend activity or event:	
Which facilities do you wish to reserve?  Sky River Park Gazebo #1 #2 Lake Tye Park Gazebo #1 #2 Lewis Street Park Gazebo Al Borlin North Picnic Area Al Borlin South Picnic Area (Across the walking bridge from Lewis Street Park) Stanton Meadows Park The Farm Gazebo – Hillcrest Park Other What types of activities are you planning? (some activities may require a Special Event Application filled out) Picnic Games (what types) Swimming Awards Ceremony				
Other				
Fees: (fees subject to City of Monroe lo Misc. use (fields, court, beach, parking lo Gazebo Weekdays- (4 hour blocks) Weekends & Holidays - (4 hour blocks) Beach	ocal sales tax of 9.2% ts) Adult Youth		9.2% tax \$1 9.2% tax \$1 ax \$	on- Resident 16 per hour + 9.2% tax 12 per hour + 9.2% tax 48.00 + 9.2% tax 58.00 + 9.2% tax
Weekdays- (4 hour blocks) \$40.00 + 9.2%		\$40.00 + 9.2% ta \$50.00 + 9.2% ta	·	45.00 + 9.2% tax 55.00 + 9.2% tax
<u>Cancellations</u> : Any cancellation must be made at least 30 days prior to event. The cost will be refunded minus a \$20.00 administration cost. No refund will be given if cancellation is less than 30 days. A \$30.00 fee is charged for all returned checks.				
FOR OFFICE USE ONLY				
Date Received	Initial	Routed to Parks &	k Recreation	
Reservation Request Approved?  Yes, facility is available. BRING THIS APPROVED FORM WITH YOU TO EVENT.  THIS APRROVED FORM IS YOUR PROOF THAT FACILITY IS RESERVED.  No, facility is not available.  A special event permit is required. Please contact Parks & Recreation office at (360) 863-4559.  Comments  Date Approved Signature				
Date Approved	Signature			